



# NOTICE OF INTENTION TO VACATE

Date: \_\_\_\_\_

I/We \_\_\_\_\_ hereby give notice of my/our intention to vacate Apartment # \_\_\_\_\_. Located at \_\_\_\_\_, Washington on \_\_\_\_\_, 20\_\_\_\_. The primary reason for my/our move is \_\_\_\_\_.

I/we understand and agree that the following terms and conditions, as specified in our Rental Agreement, must be met in order to receive a refund of my/our security deposit.

- 1) The apartment will be left in the same condition and as clean as when rented, normal wear and tear excepted. Any additional cleaning, painting or minor maintenance required will be charged against my/our deposit at the rates per the Move Out Expense Sheet.
- 2) All door and mailbox keys will be returned or the cost of replacement deducted from my/our deposit.
- 3) This notice is being given to the office twenty (20) days prior to the end of the monthly rental period. If the notice to vacate is given less than twenty (20) days prior to the end of the month, I/We acknowledge that I/We are also responsible for the full rent the following month.
- 4) All obligations of your rental agreement must be fulfilled.
- 5) I/We grant permission for management to enter into our apartment \_\_\_\_\_ On the following days of the week \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
\_\_\_\_\_ Anytime, but please call to let us know you are on your way.

I/We also understand that in accordance with Section 59-18-280 of the Washington State Landlord-Tenant Law and Section 7 of our Rental Agreement, notification of charges, and/or refund of my/our Security Deposit must be within a fourteen (14) day period from the vacate date.

### For apartments with two or more lease holders:

The security deposit is a deposit to secure the terms and conditions of the rental agreement and stays with the rental unit until the last individual on the agreement vacates the premises. The following marked instructions are to the management in regard to disposition of the deposit and in regard to the final accounting and any refund that may be forthcoming.

#### PLEASE CHOOSE ONE:

- The deposit accounting and any refund is to be dispersed to the undersigned tenants in one check with all names included sent to the first address listed below.
- The deposit accounting is to be sent individually to all current occupants, but the refund check is to be made out and sent to one person which is \_\_\_\_\_.
- The deposit accounting and any refund is to be equally divided and dispersed between the undersigned tenants with separate checks going to each individual person. (\$3.50 / additional check charge will apply.)
- The deposit accounting and any refund should be made out to \_\_\_\_\_ (person or organization) at the termination of occupancy, regardless of who is residing in the apartment of the time of termination of tenancy.
- This marks the dissolution of a roommate situation and I am the roommate with intent to vacate in advance of current roommate(s). The deposit stays with the apartment and the remaining occupant(s). I agree that upon moving from said apartment in advance of my current roommate(s), I hold them and \_\_\_\_\_ Apartments harmless from any claim by me to the security deposit or any portion thereof.

#### IMPORTANT:

**Changes to online payments are the residents' responsibility. You must log in to terminate future automatic payments.**

CONSIDERATIONS:

**Deposit forfeited?** Yes / No Amount forfeited \_\_\_\_\_

**Final Rent** of: \_\_\_\_\_ Due on: \_\_\_\_\_

**Concession Payback due?** Yes / No Amount \_\_\_\_\_

**Pro-Rated Rent** for the days of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ is allowed if proper written noticed is received by \_\_\_\_\_.

\_\_\_\_\_  
Resident (signature)

\_\_\_\_\_  
Resident (signature)

#### **Forwarding Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Please use back side for additional forwarding addresses,)

\_\_\_\_\_  
Manager (signature)